



དཔལ་ལྷན་འབྲུག་གཞུང་ ཕྱི་འབྲེལ་ལྷན་ཁག།
DEPARTMENT OF SAARC AND REGIONAL
ORGANISATIONS
MINISTRY OF FOREIGN AFFAIRS
ROYAL GOVERNMENT OF BHUTAN



No. MFA/SAARC/14/2017/160

22 March, 2017

Director
Royal Civil Service Commission
Thimphu

Dear Madam,

Please find enclosed herewith a Note No. SAARC/ESC/Appointments/220/2017 received from the South Asian Association for Regional Cooperation (SAARC) Secretariat in Nepal forwarding the vacancy for the post of 'Culture Specialist-Programmes' at the SAARC Cultural Centre in Colombo, Sri Lanka.

In this regard, the Commission is requested to kindly advertise and seek applications of interested candidates, if any. The details pertaining to the vacancy announcement including entitlements, required qualifications and experiences are enclosed for your kind reference and circulation. Interested applicants, after obtaining necessary administrative approvals from relevant agencies, wherever necessary, are advised to route their applications through the Ministry of Foreign Affairs.

Please note that the deadline for the submission of applications is on or before **15 May, 2017.**

M&D
Pl. announce on
our web.



Yours Sincerely,

Singye Dorjee

(Singye Dorjee)
Director General

Cc:

1. Director General, Department of Culture, Ministry of Home and Cultural Affairs, Thimphu, for kind information



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Fax Message No. *352/08/049*
No. SAARC/ESC/Appointments/220/2017

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to forward vacancy announcement for the post of 'Culture Specialist-Programmes' at the SAARC Cultural Centre, Colombo.

The esteemed Ministries are requested to please convey their nominations, along with curriculum vitae of the applicants, by 15 May 2017.

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States of SAARC, the assurances of its highest consideration.

Encl: As above



Kathmandu, 20 March 2017

The Ministries of Foreign/External Affairs of
the Member States of SAARC.

Attn: **Joint Secretary/Director General (SAARC Division).**

Copy to:

Director, SAARC Cultural Centre, Colombo.



SAARC CULTURAL CENTRE - SRI LANKA VACANCY ANNOUNCEMENT

The SAARC Cultural Centre in Sri Lanka is the Regional Centre for Art and Culture, established by the South Asian Association for Regional Cooperation. Its aim is to celebrate cultural diversity, promote Regional cultural awareness and unite the people of South Asia through Art and Culture.

The following vacancy at the SAARC Cultural Centre, Colombo is open for citizens of SAARC Member States.

CULTURE SPECIALIST - PROGRAMMES

- Place of Posting** : Colombo, Sri Lanka
- Tenure of the Post** : 3 (three) years with 01 (one) year Probation period
- Age** : Maximum 48 years (After the Date of Birth 15/05/1969)
- Qualifications** : A minimum of a Masters degree from a recognized university in Social Sciences. Preference will be given to a Candidate with a PhD in Social Science
- Experience** : A minimum of 10 years experience in training and programming activities in a reputed organisation in the field of culture with competence in conceptualising, designing, implementing, analysis and the organisation of participative training courses, workshops and seminars at all levels with a minimum of 5 years experience as an Assistant Director or equivalent position/level
- An excellent knowledge of written and spoken English, with the ability to write out detailed and clear concept proposals and official letters and correspondence
- Be technologically competent with a sound knowledge of computer applications such as Word, Excel, PowerPoint etc.
- Have a competent knowledge of social media applications and promotion
- Be able to co-ordinate and manage international programme activities in a professional manner
- Experience in Research will be an added advantage
- Summary of job description** : To Assist the Director and Deputy Directors in conceptualising, planning, researching and implementing all Programmes of the SAARC Cultural Centre
- Provide assistance in the areas of training and dissemination of information
- Researching, writing and preparing preliminary reports and assisting with the production of final reports and periodical reviews before and after Programmes and training programmes of the SAARC Cultural Centre
- Assist and contribute as internal faculty for training programmes, workshops, seminars etc
- Execute any special assignment given by the Director and Deputy Directors as and when necessary
- Candidates from the Universities/ Government Departments/ Corporations and statutory Boards should apply through the Heads of their respective institutions
- Allowances and Benefits** : Living Allowances - US\$ 1,253 per month
- Allowance for Residential Accommodation
- Education Allowance for Children
- Medical Allowance

Recruitment criteria: Written test and Viva voce

Application procedure: Application should be sent to the SAARC Secretariat, Kathmandu, Nepal through the SAARC Divisions of the Ministry of Foreign Affairs of Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan, and Sri Lanka and the Ministry of External Affairs of India to reach the 'Director, SAARC Cultural Centre, No. 224, Baudhaloka Mawatha, Colombo 07, Sri Lanka, on or before 15 May 2017

For further details please visit www.saarcculture.org

ANY CANVASSING WILL BE A DEFINITE DISQUALIFICATION. THE DECISION OF THE SELECTION PANEL WILL BE FINAL